

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
ACCESSIBLE SERVICES COMMITTEE
RULES AND FUNCTIONS

1. Purpose. The primary purpose of the Accessible Services Committee ("ASC") shall be to review, analyze and advise on issues and policies related to accessible services and to communicate concerns, problems, satisfaction and/or successes of accessible services to the Board of Directors of the CCCTA.
2. Members. The ASC shall be comprised of eleven (11) members ("ASC members") representing each member agency of the CCCTA. ASC members shall be disabled and/or senior users of either fixed-route or paratransit services, or be a recognized representative of the disabled and/or senior community within their jurisdiction.
3. Selection. ASC members shall be appointed by the CCCTA Board of Directors. Recommendations for appointment may be presented to the Board of Directors in one of the following two ways: (1) the Director from the member agency that the ASC Member would represent may recommend a candidate for appointment to the ASC, or (2) the ASC may recommend a candidate to the ASC, with the support of the Director from the member agency that the ASC Member would represent.

Applicants shall seek the approval of the Board member from the same jurisdiction before the application is reviewed by the full Board of Directors. Applicants shall appear before the City Council of the city that the ASC member would represent at the discretion and request of that jurisdiction's Board member. The Board of Directors shall have final authority regarding selection of ASC members.

3. Term. ASC members shall serve for a two-year term, commencing upon appointment by the Board of Directors.
4. Renewal. Two months prior to the expiration of the term for an ASC member, staff shall notify the Board member representing the same jurisdiction that the term of the ASC member is about to expire. The Director shall evaluate the performance of the ASC member and, if

appropriate, may request that the ASC member appear before the City Council of the city that the ASC member represents. The Director may recommend to the Board of Directors that the ASC member's term be renewed for another two-year term. The Board of Directors shall have final authority regarding whether to renew the ASC member's term.

5. Attendance. Three consecutive unexcused absences are considered a resignation from the ASC. An excused absence is defined as one where the ASC member notifies the Assistant Manager of Accessible Services in advance of the ASC meeting that he or she cannot attend due to illness or travel. All other absences will be deemed unexcused.
6. Action. A majority of ASC members present shall be required to adopt an action.
7. Duties of ASC Members. ASC members shall address the Authority on behalf of all users of accessible services within not only their jurisdiction but the entire service area as well. Committee members shall report problems, concerns, satisfaction, and/or success of accessible services to the Committee and/or Board of Directors as a representative of accessible services users. Committee members shall make their addresses and phone numbers available to appropriate resources for the disabled and seniors in each jurisdiction. ASC members shall appoint a Committee liaison to the Contra Costa County Paratransit Coordinating Council.

The ASC shall also perform the following functions:

- Appoint an ASC Chairperson and Vice Chairperson, who shall serve for two-year terms. The Chairperson shall preside at meetings of the ASC. In the absence of the Chairperson to preside at Committee meetings, the Vice-Chairperson shall preside.
- Review and comment on accessible services issues, accessible service policy changes and ADA issues and related policies.
- Advise the Board of Directors on aforementioned issues and policies.
- Assist in the education of their jurisdictions of the accessible services available to the disabled and seniors.

- Assist individuals in appearing before the Committee who wish to discuss concerns with various accessible services.
- Act as a forum for accessible service users to express concerns or ideas about said services to the Authority.

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